

1. Click into here and choose **Grace A. Dow**

2. Click into here and choose your search type

3. Click into here and enter your search

4. Click **Search**

The screenshot shows the library catalog homepage. The search bar contains 'to kill a mockingbird'. The search results show 'THE GIRL ON THE TRAIN' by Paula Hawkins. The left sidebar shows the 'Grace A. Dow Memorial Library' information, including address, phone, and hours. The right sidebar shows links to 'Previous Catalog', 'OverDrive eBooks', and 'OneClickdigital eAudiobooks'.

5. Check option and click **Include** to narrow your results

6. Click title

The screenshot shows the search results page for 'To kill a mockingbird' by Harper Lee. The left sidebar shows the 'Limit Search Results' section with options to 'Include' or 'Exclude' various collections. The main results area shows the book title, author, publication date, and format. The right sidebar shows options to 'Place Hold' or 'Text This To Me'.

7. Scroll down and look for item information

8. If the item is not available, click **Place Hold**

The screenshot shows the item detail page for 'To kill a mockingbird' by Harper Lee. The page displays a table of available items with columns for Library, Collection, Call Number, Copy, Status, and Item Holds. The table shows that the book is available at the Grace A. Dow/Midland library. The right sidebar shows options to 'Text This To Me' or 'Place Hold'.